Memorandum

To: Board of Commissioners
From: Debbie Anderson, Purchasing
            Amanda Kain, Utilities and Engineering
Date: August 3, 2010
Subject: Buy Recycled Annual Report FY09-10

Catawba County currently has a Buy Recycled Policy to support and promote the environmentally sustainable purchasing program for County Government employees.

Catawba County is committed to cost effective recycling and waste prevention methods. All county departments and divisions are expected to maximize the procurement of recycled products that are reasonably competitive with non-recycled products, and recover as many recyclable materials from their daily operations as possible.

Buy Recycled Purchasing
County departmental divisions seek to buy and use recycled products and materials if the items are reasonably competitive with non-recycled products, and meet or exceed the quality specifications expected of comparable products. Buyers (employees who purchase goods) are required to make every effort to identify recycled products and communicate to the distributors/vendors the desire to purchase recycled products.

Recycled Paper
Buyers and county departments are expected to purchase paper products and materials made with recycled content and use recycled paper for all documents when possible.

Product Cost
Buyers are advised that the purchase of some recycled products may exceed the costs of non-recycled products. This factor alone should not determine the purchase. Cost should be compared to the environmental benefits, performance quality, and the life cycle of the product before making the final purchasing decision.

Tracking
Buyers are expected to track and enter all purchases related to recycled products through a tracking program which is accessible through PeopleSoft. Between July 1, 2009 and June 30, 2010 county employees purchased a grand total of $1,525,261 in recycled content products including a LEED Certified BioDiesel Facility, four new hybrid vehicles, general office and janitorial supplies and environmentally friendly chemicals and cleaning products. See attached spreadsheet for individual departmental purchases.

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How is the Buy-Recycled program promoted?
Throughout FY09-10 e-mails related to environmentally preferred products and services are sent to county employees, that have jobs directly related to purchasing, giving them up to date information about green purchasing. Buy Recycled is also promoted during Purchasing's annual workshop for county departments.

The buy recycled policy and efforts are also relayed to new county employees through Personnel's new employee orientation packets.

Catawba County Employees have made a difference!
By purchasing green products listed below:
- Recycled content clothing
- Hybrid vehicles
- Energy efficient lighting
- Energy Star products
- Janitorial supplies
- Office supplies
- Cleaners/maintenance supplies

Catawba County is making a great impact by simply including buy recycled and waste reduction language in contract bid specifications.

Waste Reduction
All County employees are asked to reduce waste at its source. This means finding ways to prevent waste before it is created such as:
- Use e-mail when possible to avoid using paper.
- Reuse interoffice envelopes when possible instead of new ones.
- Save reusable paper and use the blank side when possible.
- All copying should be executed with caution to avoid paper waste.
- Make double-sided photocopies when feasible (this act alone can cut paper costs 10 to 40 percent).
- New copy machines and printers shall have duplexing capabilities when feasible.
- Request reduced or recycled content packaging.
- Avoid using disposable cups and utensils.

In closing, the Buy Recycled policy has proven to be an effective guide for Catawba County employees to "green" county purchasing efforts. Catawba County will continue to strive to be a leader in all aspects of environmental stewardship.

Please feel free to contact Debbie Anderson at 828.465.8224 or Amanda Kain at 828.465.8217 with any questions you have concerning recycled products or the buy recycled program.

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